



香港城市大學
City University of Hong Kong

FAX/EMAIL MESSAGE

To: 香港中華廠商聯合會 The Chinese Manufacturers' Association Hong Kong Attention: Fax No.:	From: Ms Katy Lee Date: December 2023
Total no of page: 8 (including this cover)	

Prequalification Exercise for Provision of On-Campus Catering Services for City Express and AC3 Cafe

City University of Hong Kong intends to issue tender for the following On-campus Catering Services Contracts (Contract).

On-campus Catering Services Contract	Operation Details	Suggested Qualifications	
		Number of Staff	Services Experience
Contract 1: City Express	Self-service canteen (around 1,000 seats)	Be and/or was employing directly not less than 75 full-time and/or part-time staff in past 5 years	Have and/or had solid experience in past 5 years providing catering outlet service with at least 300 seating capacity at a single outlet in Hong Kong
Contract 2: AC3 Cafe	Catering outlet in any style (around 20 seats)	Be and/or was employing directly not less than 5 full-time and/or part-time staff in past 5 years	Have and/or had solid experience in past 5 years providing dine-in catering outlet service with at least 20 seating capacity at a single outlet in Hong Kong

Please refer to the Attachment (1 page) for the outlet detailed information, and the Floor Plan (2 pages) for the outlet floor plans.

If you have valid experience and meet the requirements, you are invited to register the interest to bid for this tender by completing and returning the attached Reply Slip (Parts 1 to 5 of the Reply Slip) with relevant documents in **#two soft copies in searchable PDF format saved in USB and one hardcopy of completed Reply Slip**. If you have equivalent experience and approved by our Main Tender Board after tender pre-qualification assessment, you will be invited to bid for the tender with the tentative Contract period for 3-years fixed term plus 2-year optional renewal term (or your proposal subject to the University's consideration). You will also be free to offer any outlet style (food court or any style with preference for more varieties and less duplication with existing other on-campus outlets), operational mode, food with vegetarian and halal, beverage details, or any other proposals.

If you do not want to participate in this services, please return the completed Reply Slip (Part 1 of the Reply Slip) with reason(s).

We will arrange the site visit and show both outlets to the Caterers on **18 December 2023 (Monday)**. Interested Caterers for the site visit may contact Ms Katrina Lee for site-visit registration on or before 15 December 2023 (Friday). Late registration and walk-in request will not be considered.

**Prequalification Exercise for
Provision of On-Campus Catering Services for City Express and AC3 Cafe**



Please send your Reply Slip for this prequalification exercise through the following channels on or before **5:30 pm on 22 December 2023 (Friday)**:

1. **By fax** (to fax no. 3442 0102); or
2. **By hand or by post** (to the Finance Office located at 4/F, Li Dak Sum Yip Yio Chin Academic Building, City University of Hong Kong, Kowloon Tong, Hong Kong); or
3. **By email** (to katrina.lee@cityu.edu.hk with e-mail subject "**Application for Prequalification Exercise for Provision of On-Campus Catering Services for City Express and AC3 Cafe**")

Should you require further clarifications on the specification and the submission of this prequalification exercise, please contact Finance Office (Ms Freeman Chan at 3442 6328 and Ms Katrina Lee at 3442 6319).

Yours faithfully

A handwritten signature in black ink, appearing to be "Katy Lee", is written over the typed name.

Katy Lee
for Secretary to Main Tender Board

**Prequalification Exercise for
Provision of On-Campus Catering Services for City Express and AC3 Cafe**



Attachment

(Page 1 of 1)

Catering Outlet Information (Restricted for reference only)

On-campus Catering Services Contract	Location	Existing Opening Hours	Seating Capacity (around)	Operational Details	Service Style
Contract 1: City Express	5/F Yeung Kin Man Academic Building	<u>Mon – Sun</u> 7:30 am – 9:00 pm	1000	Self-service canteen (food court)	Self- service
Contract 2: AC3 Cafe	3/F Lau Ming Wai Academic Building	<u>Mon – Fri</u> 7:30 am – 9:00 pm <u>Sat & Sun</u> 9:00 am – 7:00 pm	20	Catering outlet in any style	Self- service

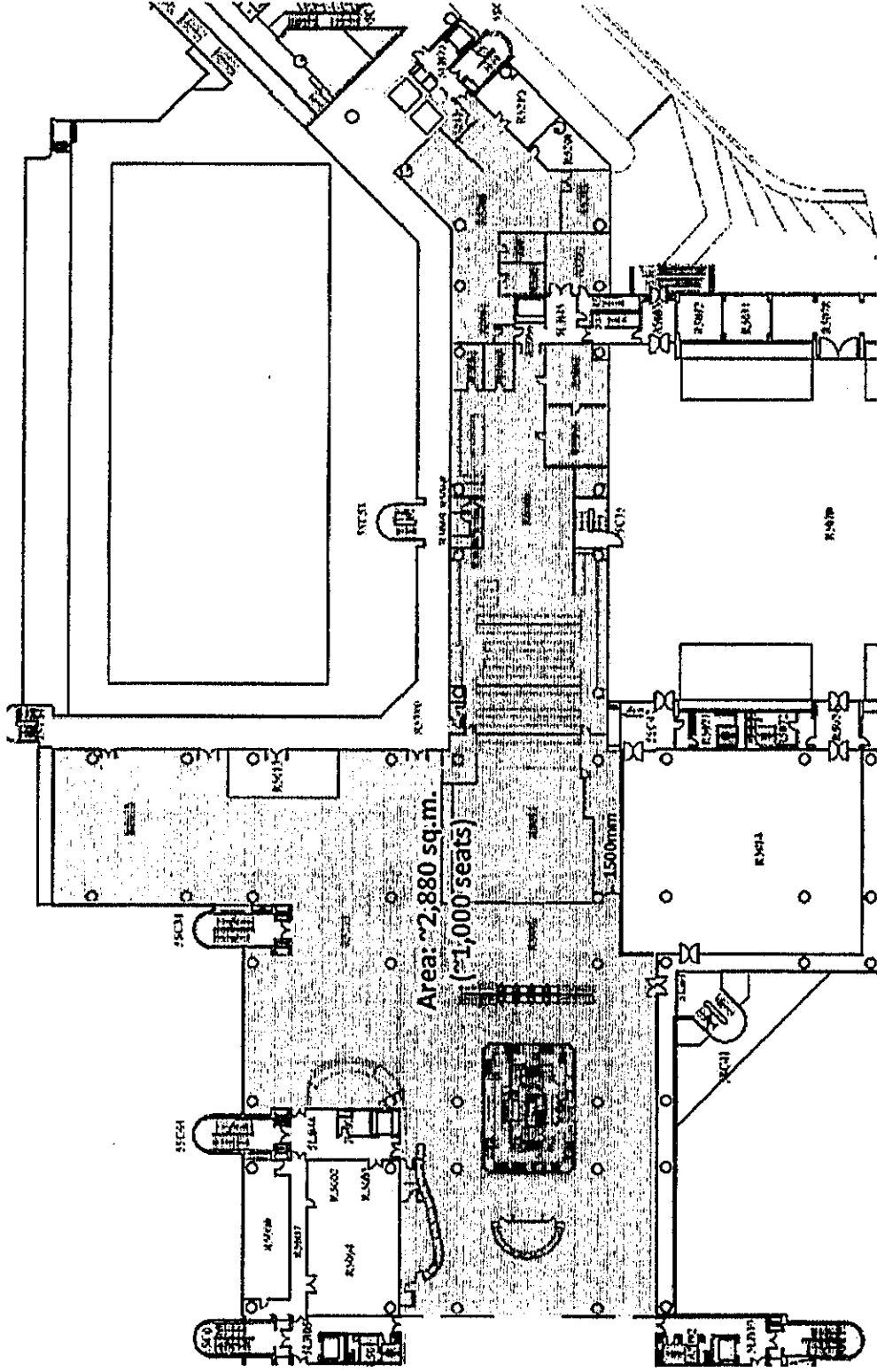
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Floor Plan (Page 1 of 2)

Catering Outlet Floor Plans (Restricted for reference only)

Contract 1: City Express



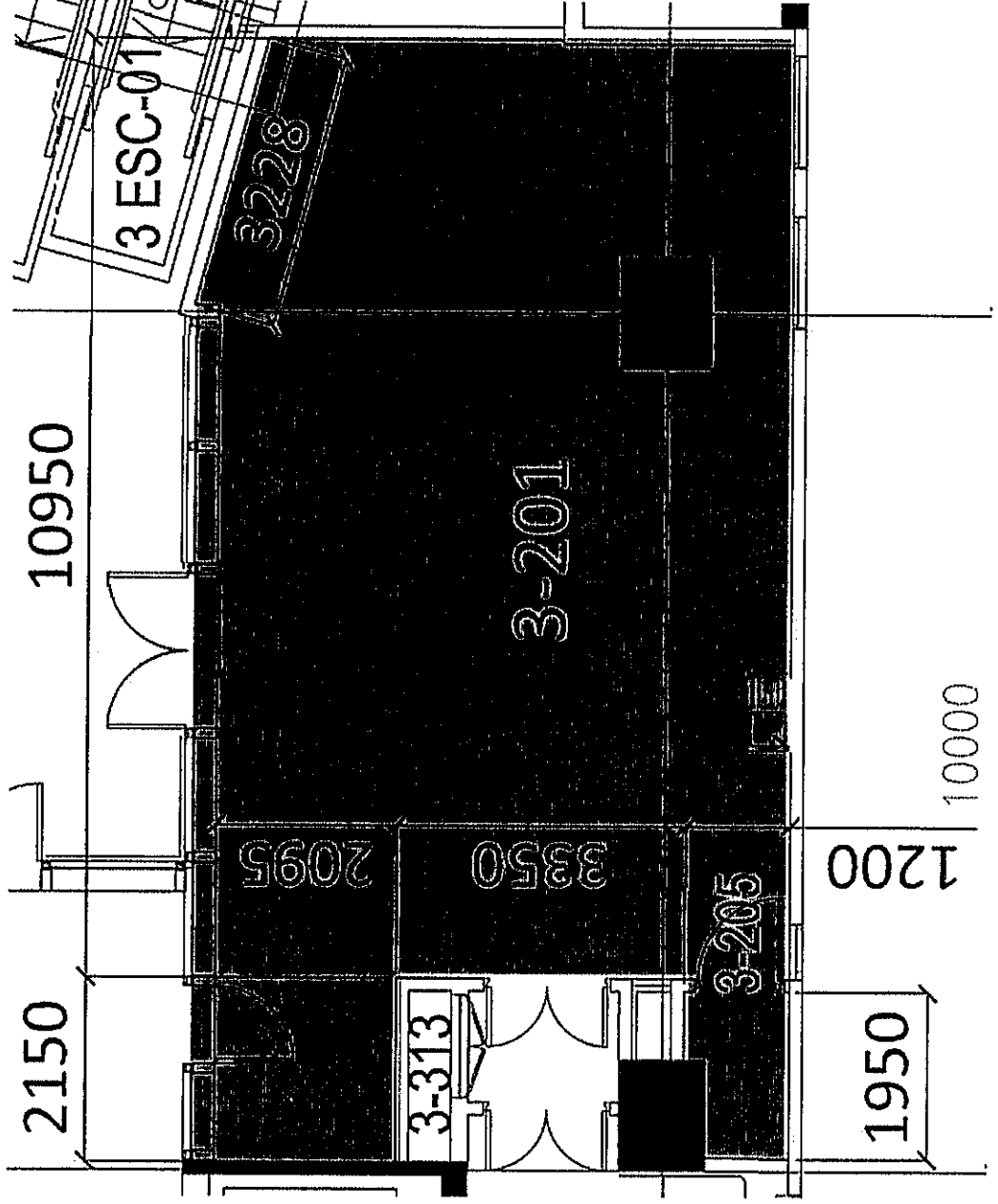
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Floor Plan (Page 2 of 2)

Catering Outlet Floor Plans (Restricted for reference only)

Contract 2: AC3 Cafe



REPLY SLIP

on or before **5:30 pm on 22 December 2023 (Friday)**

To: Secretary to Main Tender Board
 Address: City University of Hong Kong
 Finance Office,
 4/F, Li Dak Sum Yip Yio Chin Academic Building
 Tat Chee Avenue, Kowloon
 Hong Kong
 Fax No. : 3442 0102
 Email: katrina.lee@cityu.edu.hk with e-mail subject "Application for Prequalification Exercise for Provision of On-Campus Catering Services for City Express and AC3 Cafe")

From: _____ (please write down your company name)
 (Note: the Company Name indicated in the above will be invited to bid for the tender if approved by the Main Tender Board after tender pre-qualification assessment. If you have a number of companies under the same group, please designate only one company for bidding the tender. If your designated company with equivalent experience, we will invite it to bid for the tender if approved by the Main Tender Board after tender pre-qualification assessment.)

Part 1: Express of Interest (<input type="checkbox"/> please tick as appropriate)			
<input type="checkbox"/> We are interested in tendering for the provision of on-campus catering services for the following outlet(s) Please continue to complete Parts 2 to 5. (Note: may choose more than one Contract)			
<input type="checkbox"/> Contract 1: City Express		<input type="checkbox"/> Contract 2: AC3 Café	
<input type="checkbox"/> We are not interested in tendering for this provision of on-campus catering services because of the following reason(s): _____ _____			
Part 2: Company Information (<input type="checkbox"/> please tick as appropriate)			
1. To enable you to assess our capability, we attach herewith below documents for your pre-tender assessment:			
<input type="checkbox"/> a) Copy of Business Registration Certificate;			
<input type="checkbox"/> b) Copy of food related licenses issued by Food and Environmental Hygiene Department;			
<input type="checkbox"/> c) Company structure and organization chart (including number of staff) if any;			
<input type="checkbox"/> d) Past 5 years catering experience with outlet details, annual sales, description of services, contract details, the contact person details at institutions and/ or large organization if any, etc; and			
<input type="checkbox"/> e) Copy of our last 3 years Audited Reports or any financial documents, if any.			
2. We summarise below showing our audited financial data for the last 3 financial years:			
	Year 2022	Year 2021	Year 2020
	HK\$	HK\$	HK\$
(1) Annual Turnover			
(2) Profit after Tax			
(3) Current Assets			
(4) Fixed and Other Assets			
(5) Total Assets [(3) + (4)]			
(6) Current Liabilities			
(7) Other Liabilities			
(8) Total Liabilities [(6) + (7)]			
(9) Net Asset Employed [(5) - (8)]			
(10) Current Ratio [(3) ÷ (6)]			
Name of Major Shareholders with % of sharing, if any: _____			
Name of Parent Company, if any: _____			

Company Name: _____ Company Chop: _____

REPLY SLIP

Prequalification Exercise for Provision of On-Campus Catering Services for City Express and AC3 Cafe

Part 3: Company Size (if any)

1. We are currently employing _____ full-time staff, and _____ part-time staff.
2. In past 5 years, we employed _____ full-time staff, and _____ part-time staff.

Part 4: Catering Services (please tick and circle as appropriate)

For Caterers:

- We have/had catering experience in the market.

We provide the following details; and identify **ONE** of the following outlets to be in the "reference outlet" as a bench-marking for the future operation including variety of food, staffing, hygiene condition, etc.

- a) Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Annual Sale: _____ Seating Capacity: _____
 "reference outlet"
- b) Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Annual Sale: _____ Seating Capacity: _____
 "reference outlet"

- We have/had on-campus catering experience in institutions or large organizations.

We provide the following details; and identify **ONE** of the following outlets to be in the "reference outlet" as a bench-marking for the future operation including variety of food, staffing, hygiene condition, etc.

- a) Name of Client: _____
 Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Contract Period: _____ Annual Sale: _____
 Seating Capacity: _____ Client's Contact Person: _____
 Client's Fax No.: _____ Client's Telephone No: _____
 "reference outlet"
- b) Name of Client: _____
 Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Contract Period: _____ Annual Sale: _____
 Seating Capacity: _____ Client's Contact Person: _____
 Client's Fax No.: _____ Client's Telephone No: _____
 "reference outlet"

For Individuals:

- We work/worked in below catering outlet and have/had catering experience in the market.

- a) Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Seating Capacity: _____ Position: _____ Services Years: _____
- b) Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Seating Capacity: _____ Position: _____ Services Years: _____

- We do not have catering or similar experience.

Company Name: _____ Company Chop: _____

REPLY SLIP

Prequalification Exercise for Provision of On-Campus Catering Services for City Express and AC3 Cafe

Part 5: Contact Person
We provide the following contact person details for all issues related to this tender:
Name: _____ Position: _____
Phone: _____ Email: _____
Fax: _____

For and on behalf of

Company Name: _____

Signature: _____

Name and Position: _____

Company Chop: _____

Date: _____

#In case of discrepancies found between the soft copy and hard copy, the information in soft copy will take precedence.

Company Name: _____ Company Chop: _____

